

Job pack: “Coordinator (m/f/d) for the preparatory phase of the Pina Bausch Centre”

The establishment of the Pina Bausch Centre in the listed building of the former Schauspielhaus Wuppertal will see the making of a new, internationally important cultural centre in the very place where the legendary choreographer Pina Bausch created most of her works. The centre will comprise four core activity lines: the Tanztheater Wuppertal Pina Bausch, the Pina Bausch Archive, an international production centre and the “Forum Wupperbogen”.

Together with the Pina Bausch Foundation and the Tanztheater Wuppertal Pina Bausch, the City of Wuppertal has initiated a dynamic process that will lead up to the Pina Bausch Centre’s planned opening in 2027. Entitled the ‘preparatory phase’, it will lay the groundwork for the artistic, structural and organisational formation of the centre, ensure its visibility and create a strong network of partners. The objectives of this phase, which have already been defined, will be achieved through a set of actions, some of which are yet to be developed.

The City of Wuppertal is seeking to appoint a *Coordinator (m/f/d)* to coordinate and supervise the development, presentation and implementation of the preparatory phase.

The presence and expertise of the *Coordinator* will ensure that the preparatory phase is widely recognised and gains maximum public visibility. They will also serve as a permanent point of contact for all practical matters and all actors and stakeholders. The *Coordinator’s* key responsibilities include:

Key Responsibilities

1. Concept and Planning

- Develop the concept and corresponding actions for the preparatory phase
- Prepare an action plan, manage resources and create a timeline and budget for the overall process
- Produce annual work programmes that will form the basis for grant applications for public funding, as well as for the project’s financial management and controlling

2. Implementation and Supervision

- Facilitate and coordinate the entire process
- Identify and supervise external partners who will consult on the process and implement certain actions
- Plan, organise and execute actions
- Establish and maintain local and international networks of contacts
- Ongoing financial management and controlling of the entire process, including regular progress reports

Person Specification

- Degree in cultural studies/theatre/dance, arts management, business administration or an equivalent course of study

- Several years' leadership experience in the cultural sector, ideally in the field of the contemporary performing arts
- Proven track record of facilitating, coordinating, organising and managing complex (participatory) projects and large numbers of stakeholders
- Experience in dealing and working with government organisations as well as private funders and institutions
- A deep understanding of how cultural institutions operate economically
- Great interest in the performing arts, particularly contemporary dance and performance, and in interdisciplinary projects
- Ability to engage with social issues and research questions relating to the contemporary performing arts
- Well connected, with a substantial national and international network of contacts
- Innovative approach, courage and a flair for identifying trends in interdisciplinary work
- Integrative, collegiate leadership style
- Excellent communication and negotiation skills
- High standards for quality
- Precision and the ability to get things done
- Hands-on approach
- Fluency in German and English

The responsibilities of the *Coordinator* job can be taken on by an individual or by a team of experts as part of a job sharing arrangement. They can either be directly employed by the Tanztheater Wuppertal Pina Bausch GmbH (permanent employment) or enter into a service contract with the company on a freelance basis.

To apply for the position of *Coordinator*, we ask you submit the following documents:

- CV listing all relevant skills and experience
- Portfolio of references
- An outline of how you would approach and implement the above tasks

If you are applying as a team, each person should submit their own CV and list of references. The outline of how you would approach the project can be written jointly and should include details of how you plan to work together and divide up the tasks.

The start date for the position is 1 October 2021. Based on the current resolution of the City Council, the position is fixed-term and due to end on 31 December 2026. It is funded by project funding from the German Federal Government, the State of North-Rhine Westphalia and the City of Wuppertal.

If you have any questions or require further information, please contact Anke Vaupel at the Pina Bausch Centre project office of the City of Wuppertal:

Tel.: +49 202 563 5605

Email: projektbuero@pinabauschzentrum.de

The deadline for applications is **midnight on 1 August 2021**. We can only accept complete applications that have been sent by email to Anke Vaupel on the following email address: projektbuero@pinabauschzentrum.de.